

Recruitment Strategies



The Recruitment Cycle has three stages:

1. Planning for Recruitment - Planning and Posting
2. Executing Recruitment - Screening and Selecting
3. Hiring and Onboarding - Hiring and Onboarding

Throughout the Recruitment Process, remember to dedicate time, to be mindful of employer branding, and to maintain consistency and fairness.

Step #1: Planning for Recruitment

Planning

Recruitment Process Checklist	<p>Before you begin recruiting, make sure you have:</p> <ul style="list-style-type: none">• A recruitment plan• Job posting• Phone screen questions• Interview questions• Interviewers• Communication
Recruitment Plan Overview	<ul style="list-style-type: none">• Identify the job title• Determine the salary range• Set the expected start date• Establish the recruiting timeline
Recruitment Communication	<ul style="list-style-type: none">• Email clarification• Invitation to interview• Decline:<ul style="list-style-type: none">◦ General decline◦ Post phone screen decline◦ Post interview decline• Email offer• Post acceptance offer

Posting

The Job Posting Includes

- Position/Title
- Location
- Employment Type
- Why [Company Name]?
- What will your typical day look like?
- Who should apply?
- Other reasons to apply (i.e values)
- How to apply
- Commitment to diversity, inclusivity and accommodation of disabilities

Step #2: Executing Recruitment

Screening

Phone Screen

- 15 minutes over the phone
- Take notes during the call
- Ask the five most important questions

Five Important Questions to Ask During a Phone Screen

1. What do you know about our company
2. What interested you about this position?
3. Why are you looking to leave your current role?
4. Specific technical skills/relocation required (i.e. Excel, QuickBooks, fear of height, etc.)
5. What is your compensation expectations for this role?

Interview

- 30 to 60 minutes in person or virtually
- Take notes during the interview
- Ask the five most important questions

Five Important Questions to Ask During an Interview

1. Tell me about how your experience qualifies you for this position.
2. When looking at the job posting, which responsibilities do you feel most confident in?
3. What do you foresee being your biggest challenge in this role?
4. What qualities make you a great team member?
5. What will you do to ensure you will be successful in this role?

Selecting

Selecting the Candidate

- Review notes from the Phone Screen and Interview
 - Assess the candidate for:
 - The job requirements
 - Professionalism
 - Fit with the team
 - Strengths and areas of concern
 - Next steps
- Be patiently impatient
- Choose the right candidate for the right reasons



Step #3: Hiring and Onboarding

Hiring

The Verbal Offer	<ul style="list-style-type: none">• An enthusiastic introduction• A position overview• A high-level discussion of the offer• Potential negotiations• Discussion around any next steps
The Offer Email	<ul style="list-style-type: none">• A recap of the verbal offer• A PDF copy of the employment agreement• A deadline to hear back
The Post-Acceptance Email	<ul style="list-style-type: none">• Excitement re: the acceptance• Onboarding paperwork• Introduction to Manager
The Decline Email	<ul style="list-style-type: none">• Do not forget to decline candidates who were interviewed but not selected, by phone call or by email• Thank them for their interest and time• A courteous “best wishes”

Onboarding

Welcome Them to the Team

- Send a Welcome Email
- Be ready for their first day (working space, computer, uniform, etc.)
- Celebrate their first day with the team
- Provide them with company merchandise
- Organize lunch for their first day

Make sure to connect with them at the end of Week 1!

Presentation Notes: